

**Date:** September 8, 2016

**TO:** 19 Performance Measurement Counties (PMC)  
Field Operations Bureau (FOB) staff

**SUBJECT/PURPOSE:** Submitting and Naming Quality Control (QC) Files

**RELATED REFERENCE:** None

**SUPERSEDES:** Transmittal 09-05

**EFFECTIVE DATE:** Effective Immediately

**BACKGROUND:**

On March 11, 2009, the FOB issued Transmittal 09-05, which provided instructions for a new process on imaging, and submitting Federal QC case reviews to FOB. The purpose of this transmittal is to provide submission and naming instructions for all imaged Federal QC files submitted to FOB for re-review.

**INSTRUCTIONS:**Submitting Imaged Cases to FOB CalFresh Review Unit (CFRU)

- Arrange and image the QC file per the guidelines specified in [Transmittal 09-04](#) Quality Control File Structure Desk Guidelines dated March 11, 2009.
- Name the QC file using the case review number, Underscore (shift + hyphen), county number and last two digits of Federal Fiscal Year (FFY). For example, a FFY 2016 case review #203005 from Los Angeles County will be named: 203005\_1916.pdf.
- Revised QC files should indicate the letter "R" after the review number. For example: 203005 **R**\_1916.
- Email the password protected QC file as an attachment to [CFUReviews@DSS.ca.gov](mailto:CFUReviews@DSS.ca.gov).
- The password will always be **wtwfob** (all lowercase), followed by the last two digits of the FFY under review. For FFY 2016, the password is **wtwfob16**.
- Indicate in the email's subject line "CASCAN."

- An email confirming the receipt of the file will be sent when the file is received. In the event that the confirmation email is not received, a follow-up email should be sent to the CFUReviews mailbox. The mailbox is monitored on a daily basis.
- CFRU will review the QC file and provide recommendations via RADEP.

#### **FOB REVIEWERS:**

- Save the QC file to the county's common FSU Case Review folder as instructed above. The QC file should include the letter "R" after the review number when the case has been re-reviewed.

#### **INQUIRIES:**

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